

Chapter 8

RESEARCH BY MAIL

LETTER WRITING

Since few Greek genealogical sources are available outside of Greece, you will eventually find it necessary to correspond with relatives, government officials or church officials in order to get further information.

There are some basic guidelines you should be aware of, no matter whom you correspond with. The purpose of genealogy is often not understood in Greece and it is usually necessary to explain your interest in your Greek heritage and relatives. Keep your requests for information simple and understandable. Research can be time-consuming, so do not ask for too much at one time. Do not send family group sheets, pedigree charts etc. The Greek people are not familiar with them. They may have difficulty understanding them, and they may become apprehensive. A simple letter is much better.

Letters should be written with kindness and respect. They should be brief and concise, easy to read and understand, written in Greek. It is best to write out your letter in English following the instructions in this chapter, and get someone to translate it into Greek. For requesting information from civil or church officials it is best to use the form letters included in this chapter pp.102-117. **Do not** use a form letter to write to your relatives in Greece! The letters for relatives included in this chapter are samples of what would be appropriate to write to a relative (see pp. 98-99). However you can use the Family Questionnaire on p.101.

Letters written to officials or relatives should include a self addressed envelope. The address on the envelope mailed to Greece if written in English should be written very clearly in CAPITAL letters. Also your name

and address should be written in English capital letters.

Before You Write

Since records in Greece were kept on a local basis, you will have to know specifically where your ancestors came from before you can write. Chapter 6 helps you learn how to determine a specific birthplace for your ancestor.

Before you write to Greece, determine what records are readily available to you through the Family History Library and the Family History Centers. Chapter 2, p.19 provides details about how to use the Family History Library and the Family History Centers.



Relatives posing in front of ancestor's house built in 1877

Relatives

It is always to your advantage to start by finding relatives who can provide information on the family. These relatives can be very helpful, particularly when they speak English. They can help you by providing information from their personal knowledge or by relating stories that have been passed down in the family from generation to generation. Still there is a possibility that for various reasons some relatives in Greece may not feel

comfortable about you looking at the town records. Some may feel that their privacy is invaded. No person in Greece wants others to know his/her age. Or there may be a second marriage or an adoption that they do not want anyone to find out about it.



Country boys employed in Athens, 1902

When corresponding with relatives, this should be done on a friendly basis, first establishing a warm relationship before asking for information. By developing a genuine interest in them and their children, you will enrich your own life by better understanding the local culture and coming to know the people who share your heritage.

Care should be taken when asking for information about the family. Some relatives may become concerned about your motives. Usually the property they possess has been inherited and perhaps they think that your intent is to put some kind of a claim on it. Reassurance to the opposite can make your research easier. It is good to make it clear from the beginning that you are not interested in the property and, in some cases you may

even find it necessary to sign an official document to that effect.

Remember that your relatives may not feel about genealogy the same way you do. Some may have never heard of the practice. They will understand better if you explain that you are interested about your ancestors for the sake of family history and heritage.

Successful in obtaining information from relatives has been proven the Family Questionnaire on p.101. Please read the instructions before you use this questionnaire.

It is very important, when writing to relatives, that you show your genuine interest in them and their families. Do not give the impression that you are more interested in the dead than in the living. Family history should bring living family members closer. Do not alienate your relatives by just using them; develop a friendly relationship.

Greetings and closings will vary depending on your relationship with the relative to whom you are writing.

Greetings:

Αγαπητέ	= dear (male)
Αγαπητή	= dear (female)
Αγαπητέ μου	= my dear (male)
Αγαπητή μου	= my dear (female)
Αγαπημένε μου*	= my very dear (male)
Αγαπημένη μου*	= my very dear (female)

Closings:

Σας χαιρετώ	= greetings
Με αγάπη	= with love
Σε φιλώ*	= with much love

(it literally means "I kiss you.")

* This greeting is not appropriate to be used for a member of the opposite sex unless a very close relationship is established.

Town Halls, GAK Archives, and Dioceses

Eventually your correspondence will include letters to local civil record offices (Town Halls), the GAK Historical Archives, and the Orthodox Dioceses. These letters should be more business-like, but they must not be written in such a manner as to alienate. Greek office workers are more apt to answer a letter from a fellow Greek than to a "pompous, demanding American." Be considerate of their work load and make your letter as simple to understand as possible. Make it immediately clear what it is you want, without supplying a lot of unnecessary information.



Newlyweds in Lamia, Fthiotidos, 1910

The letter should be written in Greek. If you cannot write in Greek you may want to use the form letters that are on pp. 102-117.

When addressing an envelope to a Town Hall, the GAK Archive, or a diocese, no street address is necessary. However the name of town, district, and county must be written in their Greek spelling even if you use letters of

the English alphabet. (See transliteration, pp.129-130.)

◆ Town Halls:

Records of births: Γεννήσεις [genniseis], of deaths: Θάνατοι [thanatoi], and of family structure: Δημοτολόγιο [dimotologio] are kept in local Town Halls (Mayor's offices). You can write to these offices and request information.

It is sometimes not an easy matter to get information from these records. The clerks who work in the Town Halls are usually overloaded with daily duties. A request for information from old records about dead people may seem quite unnecessary and most clerks will not want to bother with it. They may reply that the records were "burned in the war" or lost in some other way. This is an easy excuse to avoid searching in dusty storage places. You will have greater success if you explain that the information is for your family history or that you are trying to locate distant relatives. This will be more acceptable to the clerk. It is best to address your request to the highest authority in the office (mayor) and ask that the clerk be assigned to send the needed information. In this way the clerk who does the actual searching in the records storage room will be carrying out orders from his supervisor.

◆ GAK Archives:

Only old records are kept at these archives. Obtaining information from the GAK Archives is easier. Most of their staff are historians who understand better your love for your family history. (More on GAK see p. 18.)

◆ Dioceses:

As mentioned before, marriage records as well as some other records of genealogical value

are kept by the diocese [Ιερά Μητρόπολις, Iera Mitropolis]. You should address your request for information to the head of the diocese called Μητροπολίτης, Mitropolititis [in English he is called *Metropolitan*]. The head of an archdiocese is called Αρχιεπίσκοπος, Arhiepiskopos [*Archbishop* in English].

The proper way to address members of the clergy is:

The *Mitropolititis* meaning Metropolitan, (head of *Iera Mitropolis* - Diocese):

“Sevasmiotate Mitropolititi” [Σεβασμιώτατε Μητροπολίτη]

The *Arhiepiskopos* (head of an *Iera Arhiepiskopi* - Archdiocese):

“Μακαριώτατε Arhiepiskope” [Μακαριώτατε Αρχιεπίσκοπε]

The Patriarch (head of the *Ecumenical Patriarchate* [Orthodox churches]):

“Αυτού Θειοτάτην Παναγιότητα, Αρχιεπίσκοπον Κωνσταντινουπόλεως, Νέας Ρώμης, και Οικουμενικόν Πατριάρχην”
[Autou Theiotatin Panagiotitan, Arhiepiskopon Konstantinoupoleos, Neas Romis kai Oikoumenikon Patriarhin].



Antonios A. Kitsikopoulos and Niki N. Razi
Athens, 1930

As explained on chapter 7 there are ninety two dioceses in Greece, 80 under the direction of

the Archbishop of Greece whose office is in Athens, 8 dioceses in Crete under a Cretan archbishop, and 4 dioceses in the Dodecanese, under the direction of a Dodecanese archbishop. Any requests for information should be addressed directly to the head of the local diocese.

To determine which diocese [Μητρόπολις, Mitropolis] has jurisdiction over a particular village, you need to use the *Greek Gazetteer*, vol. 2, Part III, by Lica H. Catsakis (Bywater), year 2000, written in English, or the *Λεξικόν των Δήμων, Κοινοτήτων και Οικισμών της Ελλάδος* [Lexikon ton Dimon, Koinotiton kai Oikismon tis Ellados], year 1974, written in Greek, as explained on chapter 6, pp.72-73. However, keep in mind that in the mean time some new dioceses may have been established and some names of old dioceses may have been changed.

Addresses

The address on the envelope to Greece should be written with capital letters of the English alphabet. Postmen in Greece know the English alphabet well enough to deliver mail. A letter clearly addressed using the English alphabet is more likely to be correctly delivered than one with poorly written Greek.

◆ Local City Mayor:

Axiotimo Kyrio Dimarho (municipality name),
(City), (Nomos), GREECE.

If there is another town with the same name in the same nomos you need to add the name of the district between the names of the town and county. For information on how to find out in what *nomos* a given town is, see chapter 6, pp. 71-73.

◆ Diocese:

For a complete list of addresses of dioceses see chapter 7, p.80.

Cost

It is advisable to send a small amount for expenses (postage, certificate fee, and such). In Greece, certificates require a stamp which costs the records office money.

It is good to enclose a **\$20.00** bill in the envelope, placed in a folded piece of newspaper.

The form letters include a sentence referring to the money enclosed. Be sure to correctly indicate in the blank space the amount you enclose.

What to Expect

The information will be sent to you in the form of a certificate (birth, marriage or death). These are pre-printed forms on which the information is filled into the provided blank spaces. This means that the clerk filling out the form (certificate) will only record the information for which there are blanks provided on this sheet of paper. Thus, there may be more information included in the record book than you actually receive. For this reason, it is wise to ask that the complete information included in the record book will be sent to you.



A restaurant in Athens, 11 April 1922

SAMPLE LETTER TO A RELATIVE

Introducing Yourself

This is a sample letter **NOT** a form letter that you could use

 (date)

Αγαπητέ θείο Γιώργο,

Εύχομαι α είστε καλά. Ίσως δε ξέρετε ποιός είμαι. Είμαι ο γιός του Γιάννη Καρρά και της Μαρίας Παππά. Μέω στη Γιούτα τω Ηνωμέω Πολιτειών της Αμερικής, είμαι παντρεμμέος και έχω τρία παιδιά, έα γιό που λέγεται Γιάννης 15 χρονώ και δύο κόρες, την Μαρία 12 χρονών, και την Βασιλική 8 χρονών. Η γυναίκα μου Μαίρη γεννήθηκε στην Αριζόνα.

Το όνειρό μας είναι να μπορέσουμε να έλθουμε κάποτε στην Ελλάδα, αλλά προς το παρόν δεν θα μπορέσουμε να έλθουμε. Ανυπομονώ να γνωρίσω όλους τους συγγενείς μου και να μάθω περισσότερες λεπτομέρειες για τους συγγενείς μου και τους προγόνους μου. Θέλω να μάθουν τα παιδιά μου την ιστορία της οικογένειάς μας και να τιμούν την οικογενειακή και εθνική μας παράδοση.

Γι' αυτό θα χαρώ πολύ αν μπορέσετε να μου γράψετε, για να γνωριστούμε καλύτερα έστω με αλληλογραφία. Παρακαλώ γράψτε μου πώς είστε, ποιός μένει μαζί σας , και οτιδήποτε μπορεί να με βοηθήσει να σας γνωρίσω καλύτερα.

Ανυπομονώ να λάβω γράμμα σας
Σας χαιρετώ

Τομ Καρράς
Tom Carras
(Address in English capital letters)

TRANSLATION

 (date)

Dear Uncle George,

I hope you are well. Perhaps you do not know who I am. I am the son of Giannis (John) Carras and Maria Pappa. I live in Utah in the United States of America. I am married, and have three children, a son named Giannis 15 years old, and two daughters, Maria 12 years old, and Vasiliki 8 years old. My wife Mary was born in Arizona.

Our dream is to be able to come to Greece someday, but for the time being we will not be able to. I am anxious to meet all our relatives and to learn more details about my relatives and my ancestors. I want my children to learn our family history, and to honor our family and ethnic traditions.

Therefore, I will be very happy if you could write to me, so that we could get better acquainted even through correspondence. Please write to me how you are doing, who is living with you, and anything that will help me to get to know you better.

Anxious to hear from you
Sincerely,
Tom Carras

SAMPLE LETTER TO A RELATIVE
Requesting Information

This is a sample letter **NOT** a form letter that you could use
 (date)

Αγαπητέ μου θείο Γιώργο,

Το γράμμα σας μου έφερε μεγάλη χαρά και σας ευχαριστώ που μου γράψατε λεπτομέρειες για την οικογένειά μας. Όλες αυτές οι πληροφορίες θα με βοηθήσουν να συμπληρώσω την οικογενειακή μας ιστορία. Όταν τελειώσω θα σας στείλω ένα αντίγραφο αν το επιθυμείτε.

Θα σας είμαι υπόχρεος αν μου γράψετε πότε ακριβώς και πού γεννήθηκε ο παππούς μου Νικόλαος Καρράς, και πότε και πού παντρεύτηκε. Επίσης αν η γυναίκα του ήταν από την ίδια πόλη ή όχι, και ποιά ήταν το επώνυμό της πριν παντρευτεί.

Τα παιδιά μου αρχίζουν σχολείο στις 3 Σεπτεμβρίου. Πότε αρχίζουν τα σχολεία στην Ελλάδα; Είναι δύσκολα τα μαθήματα; Αν έχετε μια φωτογραφία μπορείτε να μου στείλετε μια; Σας στέλνω μια φωτογραφία που βγάλαμε στην Καλιφόρνια φέτο το καλοκαίρι.

Παρακαλώ δώστε τους χαιρετισμούς μου στην Καίτη και τον Γιάννη, και πολλά φιλιά στα παιδιά τους. Εύχομαι να μπορέσουμε να ανταμώσουμε μια μέρα, και να γνωριστούμε καλύτερα.

Με αγάπη

Τομ Καρράς
TOM CARRAS

TRANSLATION

 (date)
Dear Uncle George,

Your letter brought to me great pleasure, and I thank you very much that you wrote to me details for our family. All this information will help me to complete my family history. When this is done I will send you a copy, if you wish to have one.

I would appreciate it if you could write to me exactly when and where my grandfather Nikolaos Karras was born and when exactly and where he was married. Also, whether his wife was from the same town, and what her surname was before she was married.

My children start school on September 3. When do schools start in Greece? Are the classes difficult? If you have a picture would you please send me one? I am sending you a picture that we took in California this summer.

Please give my regards to Kaiti and Giannis, and my love to their children. I hope we can meet some day, and get better acquainted.

With love,
Tom Carras

On page 101 is a questionnaire that you can send to your relatives.

You can photocopy the questionnaire that is on the next page and send it to a relative. You can also photocopy any of the form letters that are in the following pages, and mail it to a civil or church authority. It is **most important** that you read the instructions given below.

INSTRUCTIONS FOR FAMILY QUESTIONNAIRE

On the next page is a Family Questionnaire. This Questionnaire has been very successful to some who needed information from relatives in Greece. It is suggested that you make an enlarged photocopy of this Questionnaire (just one page) on legal size paper, and include it in your letter to your **relatives** in Greece. In order to help them understand how to use it, it is best for you to write one or two examples. Choose a living or dead person that both you and your relative in Greece know, and for whom you both have information. Write on the first line of the Family Questionnaire the name of that person and all the information you have about this person as an example. You may want to use on the second line a second person for whom you have less information and leave blank the boxes for which you do not have the information. Then on the following lines write the names of persons that you want to have information filling in the information that you already have. It is best to write in Greek, but if you cannot do it, write the names and information in English but make sure you write clearly and use CAPITAL LETTERS. It is very difficult for people who's mother language is not English to understand handwriting. At the bottom line of the Questionnaire a brief note in Greek is included. Below is the translation of that note:

“on this paper I have written some names as an example. Please fill in the blanks with the information you have. Write them in Greek, lower case for the given names and capital letter for the surnames. Thank you so much!”

INSTRUCTIONS FOR FORM LETTERS

- Fill the blanks in English CAPITAL letters. On the year line use a span of years (for example 1872-1880) even if you have a date. If you are not sure about the birth place, put a question mark after the name of the place in which you think your ancestor was born.
- Write your address in English CAPITAL letters
- Mark in the blank space of the last paragraph the amount you send (suggested \$20.00 or even better € 20 Euros)
- Include the \$20.00 (or the € 20 Euros) bill placed in a folded piece of newspaper
- Make a photocopy of your letter
- Write the address and return address in English CAPITAL letters
- Send the letter registered or certified

If you do not receive an answer in 6 months send a follow-up letter (see pp. 116-117) including a photocopy of your first letter. Always keep a copy of what you send.

ΜΙΚΡΟ ΟΝΟΜΑ ΚΑΙ ΕΠΙΘΕΤΟ given name and surname	ΠΑΤΕΡΑ όνομα father's name	ΜΗΤΕΡΑΣ όνομα-το γένος mother's given and maiden name	ΓΕΝΝΗΘΗΚΕ πότε; πού; born where? when?	ΠΑΝΤΡΕΥΤΗΚΕ πότε; πού; married where? when?	ΣΥΖΥΓΟΥ όνομα επίθετο spouse's given and surname	ΠΕΘΑΝΕ πότε; πού; died where? when?

Σε αυτό το χαρτί έχω γράψει μερικά ονόματα για παράδειγμα. Σας παρακαλώ πολύ συμπληρώστε στα κενά τις πληροφορίες που εσείς έχετε. Γράψτε τις στα ελληνικά, τα μικρά ονόματα με μικρά γράμματα και τα επίθετα με κεφαλαία. Ευχαριστώ θερμότατα!

FORM LETTERS

LETTER TO A MAYOR

Asking for a Birth Record

(key words “γέννησης” is the second word of the 2nd line of text)

Very important to read the *INSTRUCTIONS FOR FORM LETTERS* on p.100

(Date)

To the Honorable Mayor

(add municipality's name)

(add the name of the town in which the municipality is now stationed, and the nomos [county] name)

GREECE

Honorable Mr. Mayor:

I would appreciate it if you would have your office clerk send me a birth certificate of my ancestor who's name was

(name of ancestor)

who was born about _____
(year – include 7-10 years)

in _____
(town where your ancestor was born)

I will be obliged if you give instructions that all the information in your records will be sent to me, no matter how unimportant it may seem. It will be valuable for me because I write my family history. Especially I would like the full name, the father's and mother's names, the place where the birth took place, and the day, month, and year of birth.

Enclosed are _____ dollars for postage and other expenses. Please let me know if I need to send more.

With great appreciation

Sincerely,

(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Αξιότιμο Κύριο Δήμαρχο

GREECE

Αξιότιμε Κύριε Δήμαρχε,

Σας παρακαλώ να δώσετε εντολή στον γραμματέα της Δημαρχίας σας να μου στείλει ένα πιστοποιητικό γέννησης του προγόνου μου που λεγόταν

γεννήθηκε περίπου το _____

στο _____

Θα με υποχρεώσετε να δώσετε εντολή να μου σταλούν όλες οι πληροφορίες που περιέχονται στα βιβλία σας έστω κι αν φαίνονται ασήμαντες. Είναι πολύ σημαντικές για μένα γιατί γράφω την ιστορία της οικογένειάς μου. Ειδικά θα ήθελα το πλήρες όνομά του, επίσης του πατέρα και της μητέρας του, τον τόπο γέννησής του, και την ημέρα, μήνα και χρόνο της γέννησής του.

Εσωκλείω _____ δολάρια για ταχυδρομικά και άλλα έξοδα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα

Με τιμή

LETTER TO A MAYOR

Asking for a Death Record

(key word “θανάτου” is the second word on the 2nd line of text)

Very important to read the *INSTRUCTIONS FOR FORM LETTERS* on p.100

_____(Date)_____

To the Honorable Mayor
(add municipality's name)

_____(add the name of the town in which the municipality is now stationed, and the nomos [county] name)

GREECE

Honorable Mr. Mayor:

I would appreciate it if you would have your office clerk send to me a death certificate of my ancestor who's name was

(name of ancestor)

who died about _____(year – include 7-10 years)

in _____(town where your ancestor died)

I will be obliged if you give instructions that all the information in your records will be sent to me, no matter how unimportant it may seem. It will be valuable for me because I write my family history. Especially I would like the full name, the father's and mother's names, the place where the death took place, and the day, month, and year of death.

Enclosed are _____ dollars for postage and other expenses. Please let me know if I need to send more.

With great appreciation

Sincerely,

(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Αξιότιμο Κύριο Δήμαρχο

GREECE _____

Αξιότιμε Κύριε Δήμαρχε,

Σας παρακαλώ να δώσετε εντολή στον γραμματέα της Δημαρχίας σας να μου στείλει ένα πιστοποιητικό θανάτου του προγόνου μου που λεγόταν

πέθανε περίπου το _____

στο _____

Θα με υποχρεώσετε να δώσετε εντολή να μου σταλλούν όλες οι πληροφορίες που περιέχονται στα βιβλία σας έστω κι αν φαίνονται ασήμαντες. Είναι πολύ σημαντικές για μένα γιατί γράφω την ιστορία της οικογένειάς μου. Ειδικά θα ήθελα το πλήρες όνομά του, επίσης του πατέρα και της μητέρας του, τον τόπο γέννησής του, και την ημέρα, μήνα και χρόνο του θανάτου του.

Εσωκλείω _____ δολάρια για ταχυδρομικά και άλλα έξοδα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα

Με τιμή

LETTER TO A MAYOR

Asking for information about the family structure of an ancestor

(key words “οικογενειακή κατάσταση” are the 3rd and 4th words on the 2nd line of the text)

Very important to read the *INSTRUCTIONS FOR FORM LETTERS* on p.100

(Date)

To the Honorable Mayor
(add municipality's name)

(add the name of the town in which the municipality is now stationed, and the nomos [county] name)

GREECE

Honorable Mr. Mayor:

I would appreciate it if you would have your office clerk send to me information about the family structure of my ancestor who's name was

(name of ancestor)

who lived about _____ (year – include 7-10 years)

in _____ (town where your ancestor died)

I will be obliged if you give instructions that all the information included in your records – especially the Town Register - for this family will be sent to me. Even if they seem not important these information are very important for me because I write my family history.

Enclosed are _____ dollars for postage and other expenses. Please let me know if I need to send more.

With great appreciation

Sincerely,

(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Αξιότιμο Κύριο Δήμαρχο

GREECE _____

Αξιότιμε Κύριε Δήμαρχε,

Σας παρακαλώ να δώσετε εντολή στον γραμματέα της Δημαρχίας σας να μου στείλει πληροφορίες για την οικογενειακή κατάσταση του προγόνου μου που λεγόταν

έζησε περίπου το _____

στο _____

Θα με υποχρεώσετε να δώσετε εντολή να μου σταλλούν όλες οι πληροφορίες για την οικογένεια αυτή που περιέχονται στα βιβλία σας, και ειδικά στα Δημοτολόγια. Έστω κι αν φαίνονται ασήμαντες οι πληροφορίες αυτές, είναι πολύ σημαντικές για μένα γιατί γράφω την ιστορία της οικογένειάς μου.

Εσωκλείω _____ δολάρια για ταχυδρομικά και άλλα έξοδα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα
Με τιμή

LETTER TO A DIOCESE

Asking for a Marriage Record

(key word “γάμου” last word of 4th line of text)

Very important to read the *INSTRUCTIONS FOR FORM LETTERS* on p.100

To the Reverend Metropolitan
(Address of Diocese, see pp.80-92)

(Date)

Reverend Metropolitan:

I am a Greek living abroad. I am trying to gather information about my ancestors in order to complete my family history, so that my children may maintain our national heritage. I would appreciate it if you would ask the clerk of your Diocese to send to me a marriage certificate

of (Husband's Name)

and (Wife's Name).

The marriage was performed at (Place)
in about (year – include 7-10 years)

I would be very much obliged if you give instructions that all the information contained in the record will be sent to me, especially the names of the parents of the groom and the bride, their birthplaces; day, month, and year of birth for each; day, month and year of marriage; and any other detail mentioned in your records.

Enclosed are _____ dollars for postage and other expenses. Please let me know if I need to send more.

I warmly thank you.
Respectfully,
(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Σεβασμιώτατο Μητροπολίτη

Σεβασμιώτατε,

Είμαι Έλληνας του εξωτερικού. Προσπαθώ να συλλέξω πληροφορίες για τους προγόνους μου για να συμπληρώσω την ιστορία της οικογένειάς μου, και έτσι να διατηρήσουν τα παιδιά μου την εθνική μας παράδοση. Σας παρακαλώ να δώσετε εντολή στον γραμματέα της Μητροπόλεώς σας να μου στείλει ένα πιστοποιητικό γάμου

τού _____

και της _____.

Ο γάμος τελέστηκε στο _____

περίπου το _____.

Θα σας είμαι υπόχρεος αν δώσετε εντολή να μου σταλούν όλες οι πληροφορίες που περιέχονται στα βιβλία σας, ειδικά τα ονόματα των γονέων του γαμπρού και της νύφης, τον τόπο γεννήσεώς των, την ημέρα, μήνα, χρόνο γενήσεως του καθενός, την ημέρα, μήνα, χρόνο του γάμου, και οποιαδήποτε άλλη λεπτομέρεια περιέχεται στα αρχεία σας.

Εσωκλείω _____ δολάρια για ταχυδρομικά και άλλα έξοδα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα
Υποβάλλω τα σέβη μου

**LETTER TO THE GENERAL ARCHIVES OF GREECE (ΓΑΚ)
REQUESTING BIRTH INFORMATION**

(key word is “γέννηση” last word on 3rd line of text)

Very important to read the *INSTRUCTIONS FOR FORM LETTERS* on p.100

____ (date)

Mr. Archivist

General Archives of Greece

Archive of (name of eparhia [district] in English capital letters)

(name of town [capital of eparhia], and name of nomos, in English capital letters)

GREECE

Honorable Mr. Archivist:

I am a Greek . I am trying to gather information about my ancestors in order to complete my family history. I would appreciate it if you would please send to me information about the birth

of _____ (Ancestor's name)

who was born in _____ (Place)

about year (include 7-10 years)

I would be very much obliged if you send to me all the information given in the record, no matter how insignificant they may seem, they are important to me.

I enclose (X) dollars for postage and other expenses. Please let me know if I need to send more.

I warmly thank you
(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Κον Αρχαιοφύλακα
Γενικά Αρχεία του Κράτους
Ιστορικό Αρχείο _____

Αξιότιμε κύριε Αρχαιοφύλακα,

Είμαι Έλληνας εξωτερικού. Προσπαθώ να συλλέξω πληροφορίες για τους προγόνους μου για να συμπληρώσω την ιστορία της οικογένειάς μου. Σας παρακαλώ αν είναι δυνατό να μου στείλετε πληροφορίες για τη γέννηση

τού _____

που γεννήθηκε στο _____

περίπου το _____

Θα σας χρωστώ μεγάλη υποχρέωση αν μου στείλετε όλες τις πληροφορίες που περιέχονται στο αρχείο σας, οσοδήποτε ασήμαντες κι αν φαίνονται, είναι σημαντικές για μένα.

Εσωκλείω _____ δολάρια για ταχυδρομικά έξοδα και άλλα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα

Με τιμή

**LETTER TO THE GENERAL ARCHIVES OF GREECE (ΓΑΚ)
REQUESTING MARRIAGE INFORMATION**

(key word is “γάμο” last word of 3rd line of text)

 (date)

Mr. Archivist

General Archives of Greece

Archive of (name of eparhia [district] in English capital letters)

(name of town [capital of eparhia], and name of nomos, in English capital letters)

GREECE

Honorable Mr. Archivist:

I am a Greek . I am trying to gather information about my ancestors in order to complete my family history. I would appreciate it if you would please send to me information about the marriage of (Husband's name)

and (Wife's name)

the marriage took place in (Place)

about year (include 7-10 years) .

I would be very much obliged if you send to me all the information given in the record, especially the names of the parents of the groom and bride; their birthplaces; day, month, and year of birth for each; day, month and year of marriage; and any other detail mentioned in your records.

I enclose (X) dollars for postage and other expenses. Please let me know if I need to send more.

I warmly thank you

Sincerely

(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Κον Αρχαιοφύλακα
Γενικά Αρχεία του Κράτους

Αρχείο _____

Αξιότιμε κύριε Αρχαιοφύλακα,

Είμαι Έλληνας εξωτερικού. Προσπαθώ να συλλέξω πληροφορίες για τους προγόνους μου για να συμπληρώσω την ιστορία της οικογένειάς μου. Σας παρακαλώ αν είναι δυνατό να μου στείλετε πληροφορίες για το γάμο

τού _____

και της _____.

που έγινε στο _____

περίπου το _____

Θα σας χρωστώ μεγάλη υποχρέωση αν μου στείλετε όλες τις πληροφορίες που περιέχονται στα βιβλία σας, ειδικά τα ονόματα των γονέων τού γαμπρού και τής νύφης, τον τόπο γεννήσεώς τους, την ημέρα, μήνα, χρόνο γεννήσεως τού καθενός τους, την ημέρα, μήνα, χρόνο τού γάμου, και οποιαδήποτε άλλη λεπτομέρεια περιέχεται στα αρχεία σας.

Εσωκλείω _____ δολάρια για ταχυδρομικά έξοδα και άλλα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα
Με τιμή

**LETTER TO THE GENERAL ARCHIVES OF GREECE (ΓΑΚ)
REQUESTING INFORMATION ABOUT THE FAMILY STRUCTURE
AND DEATH OF AN ANCESTOR**

(key word is “θάνατο” last word of 3rd line of text)

 (date)

Mr. Archivist
General Archives of Greece
Archive of (name of eparhia [district] in English capital letters)
(name of town [capital of eparhia], and name of nomos, in English capital letters)
GREECE

Honorable Mr. Archivist:

I am a Greek living outside of Greece. I am trying to gather information about my ancestors in order to complete my family history. I will appreciate it if you would please send me information about the Family Structure and death of (Ancestor's name)

who lived in (Place)

and died about (include 7-10 years).

I would be very much obliged if you send to me all the information given in the record, no matter how insignificant they may seem, they are important to me.

I enclose (X) dollars for postage and other expenses. Please let me know if I need to send more.

I warmly thank you
Sincerely
(Your signature in English)

(Your name and address in English capital letters)

This letter is provided as a Greek form letter on the following page.

Κον Αρχαιοφύλακα
Γενικά Αρχεία του Κράτους

Αρχείο _____

Αξιότιμε κύριε Αρχαιοφύλακα,

Είμαι Έλληνας εξωτερικού. Προσπαθώ να συλλέξω πληροφορίες για τους προγόνους μου για να συμπληρώσω την ιστορία της οικογένειάς μου. Σας παρακαλώ αν είναι δυνατό να μου στείλετε πληροφορίες για την Οικογενειακή Κατάσταση και τον θάνατο

τού _____

που έζησε στο _____

και πέθανε περίπου το _____

Θα σας χρωστώ μεγάλη υποχρέωση αν μου στείλετε όλες τις πληροφορίες που περιέχονται στο αρχείο σας, οσοδήποτε ασήμαντες κι αν φαίνονται, είναι σημαντικές για μένα.

Εσωκλείω _____ δολάρια για ταχυδρομικά έξοδα και άλλα. Παρακαλώ γράψτε μου αν χρειάζεται να στείλω περισσότερα.

Σας ευχαριστώ θερμότατα

Με τιμή

FOLLOW UP LETTER

(date)_____

(address the way you wrote it on the first letter)

(Write how you addressed the person on your first letter)

On (date of 1st letter) I mailed to you a letter, please see enclosed copy. Please instruct the proper clerk to send to me the information I requested.

Thank you warmly

(your signature)

(Your name and address in English capital letters)

Στις _____ σας έστειλα ένα γράμμα (βλ. εσώκλειστο αντίγραφο). Παρακαλώ δώστε εντολή στον αρμόδιο να μου στείλει τις πληροφορίες που ζητώ.

Σας ευχαριστώ θερμότατα
